

Air Quality Engineering Manager

ABOUT BAAQMD

The Bay Area Air Quality Management District is a regional government agency. The District's jurisdiction encompasses all of seven counties – Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo and Santa Clara, and portions of two other counties – southwestern Solano and southern Sonoma. The District's mission is to achieve clean air to protect the public's health and the environment.

THE POSITION

This Air Quality Engineering Manager is responsible for planning, organizing, supervising, reviewing and evaluating the engineering staff in the Permit Evaluation Section of the Engineering Division. This section is responsible for activities relating to the review of permit applications for new and modified facilities regulated under federal, state and district air quality rules and regulations. The Air Quality Engineering Manager supervises a staff of 20 employees, including 4 supervisors. This position reports to the Director of Engineering.

Examples of duties:

- ❖ Performs program management functions for the District's Permit Evaluation and Title V programs.
- ❖ Develops and implements goals, objectives, policies, procedures and work standards for an engineering section.
- ❖ Organizes, assigns, directs, reviews and evaluates the work of assigned staff; selects and trains staff and provides for their technical and professional development.
- ❖ Performs quality control review and evaluation of all engineering work done in the section.
- ❖ Directs the maintenance of and maintains accurate records; prepares clear and concise reports, correspondence and other written materials.
- ❖ Confers with the Board of Directors and District management and staff on air quality engineering and related matters.
- ❖ Negotiates and arbitrates complex, technical issues with representatives of industry and other agencies.
- ❖ Analyzes issues, prepares and presents reports and recommendations regarding technical and policy issues to the Board and various committees and other groups.
- ❖ Interfaces with local, state and federal agencies regarding environmental engineering and related issues.

- ❖ Maintains currency on new developments and technologies in air quality control.
- ❖ May testify on behalf of the District.
- ❖ Prepares and monitors the section's annual budget.

QUALIFICATIONS

- ❖ Equivalent to graduation from a four (4) year college or university with major coursework in environmental, chemical, mechanical or petroleum engineering or a closely related field. **AND**
- ❖ Three (3) years of lead or supervisory air quality engineering experience.
- ❖ **Note:** The education and experience requirements stated above are a typical way to meet the minimum qualifications for this position, however, other combinations of education and experience may be considered.

Knowledge of:

Administrative and managerial principles and practices, including goal setting, program and budget development and implementation and employee supervision. Air quality engineering principles and practices. Air pollution analysis techniques and control methodologies and equipment. Applicable District, state and federal laws, rules and regulations. Industrial processes and pollution control equipment. Principles and practices of computer science including programming and data base structures. Industrial chemical processes and equipment.

Skill in:

Planning, assigning, supervising, reviewing and evaluating the work of assigned staff. Applying sound engineering principles and techniques in a variety of air quality engineering matters. Computing complex engineering calculations quickly and accurately. Performing detailed analyses of designs, specifications and plans. Establishing and maintaining effective working relationships with those contacted in the course of the work. Preparing clear and concise reports, correspondence and other written materials. Exercising sound independent judgment within general policy guidelines. Making effective presentations to the Board, the public and other groups.

Other Requirement:

The incumbent must possess and maintain a valid California Driver's License and meet the District's automobile insurance requirements.

THE SELECTION PROCESS

Applications and responses to the supplemental application questions will be reviewed and screened based on the required qualifications of the position. Applicants with the most directly related experience will be invited to continue in the selection process. The District may administer a qualification appraisal interview, or use any other selection processes deemed appropriate.

HOW TO APPLY

Interested applicants must submit a completed official BAAQMD application, supplemental application form, and responses to the supplemental application form to the District's Human Resources Office at 939 Ellis Street, 4th Floor, San Francisco, CA, 94109 by:

no later than 5:00 p.m. on April 12, 2006.

For an application package, please go to our website at www.BAAQMD.gov or call the Human Resources Office at (415) 749-4980.

Resumes will be accepted but not in lieu of the required application materials. **Postmarks, faxes, and E-mails will not be accepted.**

Persons with disabilities who may require reasonable accommodations during the application and/or selection process should notify the Human Resources Office at (415) 749-4980.

MANAGEMENT BENEFITS

Comprehensive benefits package for management include:

- * District-paid PERS contributions (2% at 55 formula)
 - * District-paid money purchase pension plan (401a)
 - * District-paid Medical, Dental, and Vision options
 - * District-paid Life Insurance
 - * Paid annual and sick leave with annual leave buy-back
 - * 72 hrs of Floating Holiday and 40 hrs of Admin Leave per year
 - * 13 paid holidays
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BAY AREA
AIR QUALITY
MANAGEMENT
DISTRICT

Invites Applications for:

AIR QUALITY ENGINEERING MANAGER

Annual Salary
\$97,052-\$117,968

**939 Ellis Street
San Francisco, CA 94109
(415) 749-4980
www.baaqmd.gov**

An Equal Opportunity Employer
